

TOPSFIELD TOWN LIBRARY

POLICY FOR PUBLIC USE OF THE INTERNET

The Topsfield Town Library strives to develop the collection of books, resources and services that meet the community's informational needs. Access to the Internet is a resource and service that assists in the informational, cultural, and educational needs of the community. Creating a sensitive and safe atmosphere for all individuals accessing information is very important to the Library environment. Acknowledging that the Internet is a powerful information tool, it is not a total substitute for many other library resources.

In accordance with the American Library Association's "Library Bill of Rights," public access to the Internet should be offered to all patrons. It must be clear that the Topsfield Town Library staff does not monitor or control accessed information and cannot be held responsible for its content (with regard to accuracy, currency or completeness).

The Internet may contain controversial material and information that is of a mature nature and may not be suitable for minors, nor appropriate for viewing in a public setting. Therefore, prior to the use of the Internet, it is required that this "Policy for Public Use of the Internet" be read and signed by all patrons over eighteen years of age, or read and signed by a parent/legal guardian if the user is under eighteen. Only parents /guardians may restrict a minor's Internet access. The Library encourages parents/guardians to discuss with their children the appropriate use of electronic resources available through the Internet. The signed policy will be kept on file at the Library. Individuals are requested to follow the Guidelines For Internet Use and to exercise good judgment and discretion in their use of the Internet while visiting the Library.

Guidelines for Internet Use

- Patrons must sign a "Policy for Public Use of the Internet" prior to using the Internet in this Library. Patrons must check-in with a Library staff member each time before using the Internet.
- Reserve Internet time at the Reference Desk or the Children's Room, in person or by calling 978-887-1528. A patron arriving ten minutes beyond the scheduled time may forfeit the reserved time.
- The Library staff reserves the right to ask a Patron to discontinue use of the Internet if material being accessed is considered inappropriate for public viewing.
- Internet time may be limited to 30 minutes during busy periods if demand requires restrictions. Preference will be given to children in grade 8 and under when accessing the Internet from the Children's Room. Adults that do not have good reason to access the Internet in the Children's Room will be asked to access the Internet in the Reference Department.
- All printing from the Internet has a charge per page, to be paid once printing is completed.
- The Internet/PC Workstations close fifteen minutes before library closes. All printing must be completed by this time.

